

COMMONWEALTH OF VIRGINIA
VIRGINIA STATE LIBRARY AND ARCHIVES
ARCHIVES AND RECORDS DIVISION
(804) 786-5634

RECORDS RETENTION AND DISPOSITION SCHEDULE

SPECIFIC SCHEDULE NO. 151-103

AGENCY: Department of Accounts
DIVISION: Accounting and Reporting
SUBUNIT: Financial Reporting

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the VSL&A before applying these disposition instructions.

AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

AGENCY RECORDS MANAGER

EFFECTIVE SCHEDULE DATE: JUN 06 1994

STATE APPROVAL

STATE ARCHIVIST

COMPTROLLER OR DEPUTY

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

This schedule supersedes the following schedules: 151-45, 151-68, 151-69, and 151-87

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| 1. Annual Reports from Other States | Retain 2 years, transfer to Virginia State Library and Archives (VSLA) Records Center for 2 years; then destroy. |
| 2. CARS Reports (Financial Reporting Copy) | Retain 2 years, transfer to VSLA Records Center for 3 years; then destroy. |
| 3. Commonwealth of Virginia Annual Report Workpapers | Retain 2 years, transfer to VSLA Records Center for 3 years; then destroy. |
| 4. Financial Reporting Reference Documents | Retain 2 years, transfer to VSLA Records Center for 3 years; then destroy. |
| 5. Monthly Reports | Retain 2 years, transfer to VSLA Records Center for 3 years; then destroy. |
| 6. State Agency Financial Statements | Retain 3 years, then destroy. |
| 7. Treasury Loan Authorizations, Drawdowns, and Repayment Documentation | Retain 5 years, then destroy. |